

FURLOUGH HOURS TIMESHEET PREPARATION

To address the Furlough Hours (FH) on the timesheet, please follow these instructions:

When preparing your timesheets for February 2009 through June 2010, please use the Subpoenaed Witness line (last line on the time report) as a substitute for reporting FH hours.

- Using Time Report HRB ASD 26 Rev, 06/2008
- Line out Subpoenaed Witness on the last line
- Write in FH for Furlough Hours
- Record 8 on February 6, 2009 (first Friday of the month)
- Record 8 on February 20, 2009 (third Friday of the month)
- For each consecutive month repeat the process for the first and third Fridays

Should you have additional questions regarding the completion of your timesheet, please contact your assigned [Personnel Specialist](#).